

Microsoft® Office Access 2003: Level 1

Access Training Course Content

Lesson 1: An Overview of Access 2003

- 1A: Relational Databases
- 1B: The Access Environment
- 1C: The Database Environment
- 1D: Examine an Access Table

Lesson 2: Managing Data

- 2A: Examine an Access Form
- 2B: Add and Delete Records
- 2C: Sort Records
- 2D: Display Record Sets
- 2E: Update Records
- 2F: Run a Report

Lesson 3: Establishing Table Relationships

- 3A: Identify Table Relationships
- 3B: Identify Primary and Foreign Keys in the Relationships Window
- 3C: Working with Subdatasheets

Lesson 4: Querying the Database

- 4A: The Select Query
- 4B: Add Criteria to a Query
- 4C: Add a Calculated Field to a Query
- 4D: Perform a Calculation on a Record Grouping

Lesson 5: Designing Forms

- 5A: Form Design Guidelines
- 5B: Create AutoForms
- 5C: Create a Form Using the Form Wizard
- 5D: Modify the Design of a Form

Lesson 6: Producing Reports

- 6A: Create an AutoReport
- 6B: Create a Report by Using the Wizard
- 6C: Examine a Report in Design View
- 6D: Add a Calculated Field to a Report
- 6E: Modify the Format Properties of a Control
- 6F: AutoFormat a Report
- 6G: Adjust the Width of a Report

Microsoft® Office Access 2003: Level 2

Access Training Course Content

Lesson 1: Planning a Database

- 1A: Design a Relational Database
- 1B: Identify Database Purpose
- 1C: Review Existing Data
- 1D: Determine Fields
- 1E: Group Fields into Tables
- 1F: Normalize the Data
- 1G: Designate Primary and Foreign Keys

Lesson 2: Building the Structure of a Database

- 2A: Create a New Database
- 2B: Create a Table Using a Wizard
- 2C: Create Tables in Design View
- 2D: Create Relationships between Tables

Lesson 3: Controlling Data Entry

- 3A: Restrict Data Entry with Field Properties
- 3B: Create an Input Mask
- 3C: Create a Lookup Field

Lesson 4: Finding and Joining Data

- 4A: Find Data with Filters
- 4B: Create Query Joins
- 4C: Join Unrelated Tables
- 4D: Relate Data Within a Table

Lesson 5: Creating Flexible Queries

- 5A: Set Select Query Properties
- 5B: Create Parameter Queries
- 5C: Create Action Queries

Lesson 6: Improving Your Forms

- 6A: Enhance the Appearance of a Form
- 6B: Restrict Data Entry in Forms
- 6C: Add Command Buttons
- 6D: Create a Subform

Lesson 7: Customizing Your Reports

- 7A: Organize Report Information
- 7B: Set Report Control Properties
- 7C: Control Report Pagination
- 7D: Summarize Information
- 7E: Add a Subreport to an Existing Report
- 7F: Create Mailing Labels

Lesson 8: Expanding the Reach of Your Data

- 8A: Publish Access Data as a Word Document
- 8B: Analyze Access Data in Excel
- 8C: Export Data to a Text File
- 8D: Merge Access Data with a Word Document

Microsoft® Office Access 2003: Level 3

Access Training Course Content

Lesson 1: Structuring Existing Data

- 1A: Import and Link Data Tables
- 1B: Analyze Tables
- 1C: Improve Table Structure

Lesson 2: Writing Advanced Queries

- 2A: Create Unmatched and Duplicates Queries
- 2B: Group and Summarize Records Using the Criteria Field
- 2C: Summarize Data with a Crosstab Query
- 2D: Create a PivotTable and a PivotChart
- 2E: Display a Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

- 3A: Create a Macro
- 3B: Attach a Macro to a Command Button
- 3C: Restrict Records Using a Where Condition

Lesson 4: Adding Interaction and Automation with Macros

- 4A: Require Data Entry with a Macro
- 4B: Display a Message Box with a Macro
- 4C: Automate Data Entry

Lesson 5: Making Forms More Effective

- 5A: Change the Display of Data Conditionally
- 5B: Display a Calendar on a Form
- 5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Effective

- 6A: Cancel Printing of a Blank Report
- 6B: Include a Chart in a Report
- 6C: Arrange Data in Columns
- 6D: Create a Report Snapshot

Lesson 7: Maintaining an Access Database

- 7A: Link Tables to External Data Sources
- 7B: Back Up a Database
- 7C: Compact and Repair a Database
- 7D: Protect a Database with a Password
- 7E: Determine Object Dependency
- 7F: Document a Database
- 7G: Analyze the Performance of a Database

Microsoft® Office Access 2003: Level 4

Access Training Course Content

Lesson 1: Making Your Data Available on the Web

- 1A: Create a Data Access Page by Using the Wizard
- 1B: Improve the Presentation of the Data Access Page
- 1C: Viewing Data Access Pages with the Browser
- 1D: Edit Data Using the Data Access Page
- 1E: Group Records in the Data Access Page

Lesson 2: Developing a Data Access Page in Design View

- 2A: Create a Data Access Page in Design View
- 2B: Incorporate a ComboBox in the Data Access Page
- 2C: Test the New Record Function of the Data Access Page
- 2D: Develop a PivotTable with the Office PivotTable Tool
- 2E: Develop a PivotChart

Lesson 3: Integrating Access into Your Business

- 3A: Import Data into an Access Database
- 3B: Export Access Data to another Format
- 3C: Share Data with Other Office Applications
- 3D: Discuss XML capabilities

Lesson 4: Automating a Business Process with VBA

- 4A: Create a Standard Module
- 4B: Develop Code
- 4C: Call a Procedure from a Form
- 4D: Run the Procedure

Lesson 5: Creating a Switchboard and Setting the Startup Options

- 5A: Create a Database Switchboard
- 5B: Modify a Database Switchboard
- 5C: Set the Startup Options
- 5D: Modify the Startup Options

Lesson 6: Distributing and Securing the Database

- 6A: Split a Database
- 6B: Implement Security
- 6C: Set Passwords
- 6D: Encode and Decode a Database
- 6E: Convert an Access Database to an MDE File